

KINGSTON BEREAVEMENT SERVICE

What We Do

Whilst it is normal to grieve when someone close to us dies, some people can experience a devastating reaction with a profound effect on their lives. In recent times, Covid-19 has made the loss of a loved one more complicated often impacting on the ability for loved ones to say goodbye.

Kingston Bereavement Service is a small charity based in Kingston upon Thames and we aspire to be a centre of excellence in the provision of bereavement services, by providing 1:1 counselling, group work, training and advice and working in partnership with other agencies to support bereaved adults, children and young people and families.

KBS prides itself on high levels of professional standards, training and support for its staff and volunteers.

We are looking for new Trustees to join our Trustee Board

If you are someone who understands the work of the charity sector and has the skills, experience and time to make a real difference as a serious and committed Trustee we would like to hear from you.

The Board of Trustees are jointly responsible for the overall governance and strategic direction of Kingston Bereavement Service, its financial health and developing its aims and objectives in line with the governing document and legal and regulatory guidelines.

ROLE SUMMARY

Main Responsibilities of a Trustee:

- Ensuring that KBS pursues its stated objects (purposes) as defined in the governing document, by developing and agreeing to a long-term strategy
- Ensuring that KBS complies with its governing document, charity law and any other relevant legislation or regulations
- Ensuring that KBS applies its resources exclusively in pursuance of its charitable objectives
- Ensuring that KBS defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of KBS
- Ensuring the effective and efficient administration of KBS, including having appropriate policies and procedures in place
- Ensuring the financial stability of KBS
- Protecting and managing the property of KBS and ensuring the proper investment of KBS funds
- Following proper and formal arrangements for the appointment, supervision, support and appraisal of the Manager

Person Specification:

- A commitment to the organisation and its charitable objectives
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively and proactively as a member of a team

Time Commitment

Attendance at 6 Trustee Board Meetings (usually two hours long) and the AGM. Meetings are usually focused, friendly and collaborative in settings goals for KBS, reviewing progress and addressing any concerns or problems that may arise. There is excellent communication between the management team and the Board of Trustees. Meetings are usually held at our premises in Kingston although they are currently online during Covid-19 restrictions.

What difference will you make?

KBS is facing challenging times with funding shortages that are a test for many charities at the moment due to the impact of Covid-19. The staff team and Board of Trustees are incredibly dedicated hard-working people determined to continue to deliver bereavement services directly in our community. Demand for our service is increasing and we predict that this need will only increase further with the Winter impact of Covid-19.

What's In It for you?

- Make a positive impact for adults, children and young people and families struggling with the impact of grief
- Meet people and build on relationships with Trustees, staff and volunteers
- Build on and develop governance, leadership and strategy skills

We are particularly interested in individuals with the following experience: Fundraising and Clinical.

ROLE SUMMARY**Main responsibilities of the Fundraising Trustee:**

- Oversee fundraising and to make sure it is carried out in legal, honest and accountable ways.
- Strategically assess where fundraising fits into the overall organisation strategy and to work with the Manager to ensure effective income generation is being achieved.
- Contributing knowledge of fundraising techniques and strategies, understanding results and approving budgets with real insight.
- Support carrying out risk assessment when considering new or ambitious fundraising strategies.

- Network on behalf of the charity to solicit funds. Support and encourage the Manager and Trustees to design and facilitate the organisation's approach to fundraising.
- Be an active champion of the organisation.
- Encourage an entrepreneurial fundraising culture and assess the cost benefit ratio of each planned type of fundraising

Person description: Fundraising Trustee

Essential qualities and experience

- Someone with fundraising/income-generation knowledge and/or business development background.
- A good understanding of fundraising, an ability to monitor progress and hold fundraisers to account and to ask the right questions about fundraising strategy and implementation.
- An understanding of the UK charity sector, good governance, Charity Commission requirements, relevant legislations and statutory requirements.
- An understanding of the challenges facing small to medium UK charities in maximising income streams & donor cultivation.
- Experience of diverse fundraising practices, including statutory funds, corporate and philanthropic giving would be valuable. Excellent networking skills, influencing and communication skills.

ROLE SUMMARY

Main responsibilities of the Clinical Trustee:

- To monitor and review clinical best practice within KBS with the Adult Service Co-ordinator and Saying Goodbye Project Co-ordinator (Children and Young People).
- Ensure that KBS adheres to the BACP guidelines and best practice
- As a member of the Clinical Sub-Committee you will be required to discuss and resolve clinical issues if they arise.
- As a member of the Clinical Sub-Committee you will be required with the Manager and Co-ordinators to review clinical policies and procedures.
- To ensure that KBS adheres to counselling best practice and guidelines eg BACP

Person description: Clinical Trustee

Essential qualities and experience

- An experienced professionally trained therapist (such as a Clinical Psychologist, Counselling Psychologist, Family Therapist, Psychotherapist)
- Ideally have some background and/or training in safeguarding and child protection to provide support to the SGP Co-ordinator on the unusual times when such concerns are raised.
- Will enjoy innovation, critical thinking and progress